

REQUEST FOR QUALIFICATIONS EXTENTION

Notice is hereby given that evaluator qualifications will be received by the Albuquerque/Bernalillo County (ABC) Community School Partnership for:

Community School Coordinator Return on Investment Study and Evaluation

by filing with the ABC Community School Partnership, Room 202, 111 Union Square SE, Albuquerque, NM 87102 until:

NEW Date: **September 15, 2016**
Time: **4:00 P.M.**

Qualifications submitted after the due date will not be considered. Evaluators accept all risks of late delivery of mailed submittals regardless of fault.

A detailed Request for Qualifications (RFQ) information packet including general information, requested services, submittal requirements, and evaluation process is available on Bernalillo County's website at <http://www.bernco.gov/community-services/about-albuquerque-community-schools.aspx> ; wait for it to appear on the scrolling pictures.

The ABC Community School Partnership reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the ABC Community School Partnership to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the ABC Community School Partnership to accept or contract for any expressed or implied services.

The ABC Community School Partnership assures that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its funded programs and activities.

The ABC Community School Partnership is committed to equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful evaluator must comply with the ABC Community School Partnership equal opportunity requirements.

Dated this 1st day of August, 2016.

José Muñoz

Executive Director, ABC Community School Partnership

ABC Community School Partnership Request for Qualifications

<u>Request for Qualification Information:</u>		<u>Submittals Delivered to:</u>	
RFQ Name:	Community School Coordinator Return on Investment Study and Evaluation	Physical Address:	ABC Community School Partnership 111 Union Square SE, Room 202 Albuquerque, NM 87102
Date Issued:	August 1, 2016	Mailing Address:	ABC Community School Partnership 111 Union Square SE, Room 202 Albuquerque, NM 87102
Date Extended	August 31, 2016		
Contact Person:	Jose Munoz, E.D.		
Phone #:	(505) 468-1668		
Email Address:	abchelp@bernco.gov		
Submittals			
Accepted Until:	August 26, 2016 @ 4:00pm		
Extended Date:	September 15, 2016		

General Information

- I. PURPOSE/BACKGROUND:** The ABC Community School Partnership is a unique network of leaders across multiple agencies and sectors: the City of Albuquerque, Bernalillo County, Albuquerque Public Schools, the United Way of Central New Mexico, and the Albuquerque Business Education Compact. As the united voice of the community schools movement in New Mexico, ABC promotes collaboration and cooperation, and amplifies the shared vision of community schools as the path forward to improving child well-being, helping students to learn, building stronger families, and creating healthier communities.

Community School Coordinators are the key to a community school, as they facilitate and provide leadership for the collaborative process and development of a continuum of services for children, families and community members within a school neighborhood.

The ABC Community School Partnership (“ABC”) is soliciting requests for qualifications for the purpose of:

1. Conducting a Return on Investment (“ROI”) study on a designated Community School Coordinator (“Coordinator”);
2. Developing a tool for ABC to conduct future ROIs on Coordinators; and
3. Developing an evaluation tool for supervisors to properly evaluate the performance of a Coordinator.

ABC began investing in the designated Coordinator in 2011, and the selected Coordinator has collected and maintained documentation of meetings, program participation, completion and outcomes, funding and services leveraged by partners, contacts of stakeholders and recipients of services, earned media, and other pertinent information through fall of 2016. In addition, the current principal of the school was the original supervisor, and will be available at the beginning of August to assist the awardee. Finally, two of ABC’s partner organizations have developed “Community School Coordinator” job descriptions.

Other Coordinators who have been employed during the same timeframe have submitted joint progress reports on each of their respective schools. Factors in selecting this particular Coordinator include having the longest tenured partnership with a principal, systematic development of sustainable partnerships and programs, highest functioning Community School Council consisting of over 20 partners, national and local recognition, and positive outcomes related to academics, positive adult relationships, and family, teacher, and community engagement.

- II. SCOPE OF SERVICES:** A formal scope of work will be developed after consultant selection. However, vendors shall provide a scope of work and project proposal in accordance with the information provided in this request.

This project is designed to provide a return of investment evaluation for a Community School Coordinator, an evaluation for supervisors of Coordinators, and a tool that can be utilized by ABC for future Coordinator return of investment calculations. The main objectives of this project are to capture the value of a high functioning Coordinator, assist in further development of existing and future Coordinators, and assist ABC on the benefits of sustaining future and existing Coordinators.

The Proposal must include the following elements:

- A. Detailed work plan that identifies the major areas of work;
- B. An estimated schedule to complete each element of the below projects; and
- C. Costs associated with each of the following projects:
 - Conducting a Return on Investment (“ROI”) study on a designated Community School Coordinator (“Coordinator”);
 - Developing a tool for ABC to conduct future ROI’s on Coordinators; and
 - Developing an evaluation tool for supervisors to properly evaluate the performance of a Coordinator.

III. ITEMS FURNISHED BY ABC

- Funding amounts for the Coordinator position
- Stakeholder names and contact information for those involved at the school
- Outcomes and outputs of those served
- Reports submitted by the school

IV. QUALIFICATIONS: This project will require the organization to have the following qualifications:

- Five (5) or more years of evaluation experience
- Experience in performing evaluations for Community Schools
- Familiarity with Albuquerque/Bernalillo County/Albuquerque Public School dynamics (i.e. demographics, government, community involvement)
- Extensive experience working with large collaborative initiatives including multiple diverse stakeholders

V. RFQ SCHEDULE:

Event	Date
RFQ Release	August 1, 2016
Vendor Questions (if any) Due	August 5, 2016
Responses to Vendor Questions posted on internet	August 12, 2016
Proposal Responses Due	August 26, 2016
Extended Date	September 15, 2016

Scoring & Finalize Contract	Estimated September 8, 2016 Pending ABC Board approval, and after consultant selection and contract negotiation completion New Date October 13, 2016
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VI. SUBMITTAL REQUIREMENTS:

Responses must be limited to no more than ten (10) sheets excluding specific project examples, references, resumes and covers. Sheets shall be printed double sided.

Responses must include the following information:

- A cover letter/statement of interest indicating the organization's interest in the project and highlighting its qualifications to perform this project. A summary of the organization's experience including key team members;
- Scope of Work and Project Proposal, including a proposed schedule with key milestones and deliverable dates;
- Two (2) examples of similar projects (does not count against page limit);
- A minimum of three (3) references relating to completed projects for the services being requested with full name, title, organization, and phone numbers; and
- Provide 5 copies of your Submittal.

VII. PROPRIETARY PROPOSAL MATERIAL - Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

VIII. SIGNATURES: RFQ's shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

IX. EVALUATION CRITERIA: Evaluations will be based on the criteria listed below:

- Experience of organization with similar projects;
- Experience of proposed project team and key team members
- Overall quality of statement of qualifications; and
- Specificity, costs, and time frame of the proposed scope of work for each of the elements listed in Section II.

ABC may select a limited number of consultants for in-person interviews before the selection committee.

X. QUESTIONS: Questions regarding this project may be directed via e-mail at abchelp@bernco.gov. Questions and answers will be posted on ABC's website at <http://www.bernco.gov/community-services/about-albuquerque-community-schools.aspx> within the rotating pictures. It is the responsibility of individual organizations to check the website for any amendments or Q & A to this RFQ.

XI. REJECTION OF SUBMITTALS: ABC reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate ABC to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate ABC to accept or contract for any expressed or implied services.

XII. CONTRACT AWARD: ABC reserves the right to make an award without further discussion of the submittals. The organization selected as the apparently successful organization will be expected to

enter into a contract with ABC. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by ABC. Once ABC and Consultant have reached an agreement on the scope of services, a final contract will be prepared by ABC. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. ABC shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

- XIII. CONTRACT NEGOTIATION:** ABC reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by ABC.
- XIV. EQUAL OPPORTUNITY EMPLOYMENT:** The successful consultant or consultants must comply with equal opportunity requirements. ABC is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- XV. TITLE VI:** It is ABC's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- XVI. INSURANCE REQUIREMENTS:** The selected organization shall maintain insurance that is sufficient to protect the organization's business against all applicable risks. Standard requirements may be negotiated if it is in the best interest of ABC.